

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY APRIL 1, 2020
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved: May 6, 2020

Call to order: Steve Sohns called the regular meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll call/quorum:

Board members present: Steve Sohns, Bill Johnson, Brian Merkel, Tim Luetzgen and Barb McKesson. Barb McKesson participated via conference call.

Board member(s) absent: none

Agenda/proper notice/adopt agenda: *Motion: (Johnson, Merkel) to adopt the agenda as posted. Carried*

Approve minutes of previous meeting(s): *Motion: (Merkel, McKesson) to approve the minutes of the special meeting of March 18, 2020 as written. Carried Motion: (Johnson, Luetzgen) to approve the minutes of the regular meeting of as amended. Carried*

Committee Reports

Parks & Lands: No report.

Fire Department/EMR: Chief Bertges stated there were 9 calls last month. Mario Cart had 30 participants! “Neighbors Helping Neighbors” is the program that the coalition has put together; there are 400 volunteers so far. The call in number for assistance is (920) 421-9111.

Law Enforcement Firstnet service is now active for squad data and cell phone. Squad docking station and mdc installed along with Firstnet antenna with router. Spillman is installed and active on the office computer. Proper PPE is insquad car and social distancing/safe practice on calls.

FCCA: Cathy Hoke reported the open flags are in and everyone is doing the best they can.

Noble House: Barb McKesson stated COVID 19 guidelines are being followed and Laurie working from home.

Airport: Marty Franke stated the airport lost \$3,200 last year. Snow removal costs were high 2 years in a row. Tractor repairs came in at about \$5,000. An upgrade is required on the fueling credit card reader this year. There is tree and brush trimming to be done for the grass runway; the BOA will do the work at their expense.

Watershed: No report.

Planning: No report.

Harbor Commission: Moving ahead with opening on May 15th. Wave barriers will be installed on the dock and there will be no electric to pedestals.

Room Tax: Bill Weddig stated the commission has been meeting via Webex. Projections are that travel is expected to return 60 days after the peak of the virus. There are hopes that 50% of the rentals will be realized.

Building Committee: No report.

Maintenance Department: No report.

Clerk Report: Beth Hagen stated absentee ballots are available in the town office through Friday. Thursday is the last day to have an absentee ballot mailed out. The state is moving forward with the in-person election on April 7th.

Door County Coastal Byways Council: No report.

Chairman: Sohns stated it has been a busy month and things are progressing nicely on the projects.

Public Comment: There were no comments.

Agenda Items:

Remove from the table: Determination of starting balance for dock fund: *Motion: (Merkel, Johnson) to remove from the table: Determination of starting balance for dock fund. Carried*

Determination of starting balance for dock fund: *Motion: (Merkel, Johnson) to go with \$360,000. Carried*

Review/approval draft of 2019 CLA Audit: Two new GASB standards have been implemented: GASB 84 and 88. The Airport in prior years were on town's books; it is an undivided interest between the town and village. *Motion: (Johnson, Luetzgen) to approve the draft. Carried*

Budget amendment: Law Enforcement Computer equipment funds from Consultant: *Motion: (Johnson, Merkel) to move the funds from consultant. Carried*

Special Event Request: Door County YMCA Healthy Kids Day 2020 April 25, 2020, Banner: The event has been held in the past with no issues. Merkel noted the banner request was for the month of April and modified to 2 weeks prior. *Motion: (Johnson, Merkel) to approve the special event banner request for 2 weeks prior to the event. Carried*

Special Event Request: Peninsula Century Fall Challenge 9/19/2020, Use of Clark Park, 2 tents, directional signage, portables, rest stop: The event has been held previously with no issues. *Motion: (Merkel, Johnson) to approve the special event request for the Peninsula Century Fall Challenge on 9/19/2020 as presented. Carried*

Special Event Request: MS Society Challenge Walk: Door County, Use of Clark Park, 2 tents Directional signs, 2 portables: The event has been held previously with no issues. *Motion: (Merkel, McKesson) to grant the special event request to the MS Challenge Walk on September 25, 2020. Carried*

Special Event Request: Door County Fall 50 October 24, 2020: Sean Ryan hosts the event annually and works with our law enforcement and EMS. No issues to report. *Motion: (Johnson, Merkel) to approve the special event as requested. Carried*

Special Event Request: Peninsula School of Art Plein Air Festival, Use of Clark Park, direct sales Tent 7/21-23/2020, 5 parking spaces around park perimeter: Nancy Sargent gave an overview of the event at Clark Park. *Motion: (Merkel, Luetzgen) to approve the Special Event Request: Peninsula School of Art Plein Air Festival, Use of Clark Park, direct sales Tent 7/21-23/2020, 5 parking spaces around park perimeter. Carried*

Request for Temporary Class "B"/"CLASS B" Retailers License Peninsula School of Art, Plein Air Festival, 7/22/2020 4050 Maple Street 3-10:30 PM: *Motion: (Johnson, Merkel) to approve the request for a Temporary Class "B"/"CLASS B" Retailers License Peninsula School of Art, Plein Air Festival, 7/22/2020 4150 Maple Street 3-10:30 PM. Carried*

Request for Temporary Class "B"/"CLASS B" Retailers License Peninsula School of Art, Plein Air Festival, 7/24-25/2020, 3900 Cty F 3-10 PM: *Motion: (Johnson, Merkel) to approve the Request for Temporary Class "B"/"CLASS B" Retailers License Peninsula School of Art, Plein Air Festival, 7/24-25/2020, 3900 Cty F 3-10 PM. Carried*

Request for Temporary Class "B" Retailers License Peninsula School of Art, Iron Pour, 10/3/2020 and 10/10/2020, 3900 Cty F 3-10 PM: *Motion: (Johnson, Luetzgen) to approve the Request for Temporary Class "B" Retailers License Peninsula School of Art, Iron Pour, 10/3/2020 and 10/10/2020, 3900 Cty F 3-10 PM. Carried*

Consider Whistling Swan request to count public parking spaces for required outdoor seating project: Sohns detailed the request. The light poles are private but located on town property. Angle parking might be a good idea. *Motion: (Johnson, Luetzgen) go back to owner and ask them to clean this area up, define what they are going to do with the lamp posts which are theirs. Once the information is back the area will be reviewed for action. Carried*

Continued work on Trail Grant Application: Steve this can be multiple parts of a trail. Begin at shed at the back of the town center through FCP across to Peninsula Park then YMCA to Northhaven. *Motion:*

(Johnson, Sohns) to proceed with current plans and include future plans with intentions on the linkages (defining all that we want to do). Carried

Cedar Corporation Project Updates

- WDOT STH 42 Project General Update – curb has been completed on the north side of the highway. Projecting a couple weeks before the south side work. Trying to maintain 5.5' around poles, a few arches. Barb called Wis Historic should have an answer within the next 2 weeks.
 - General Update
 - Homestead Suites private electric wire in ROW and who's responsibility to repair: Homestead would like town to pay for repair work. The line should not be allowed in the ROW. *Motion: (Johnson, Merkel) to have them hire their own the local contractor to install the wire outside the ROW, and submit the bill to the town for consideration for some type of payment. Carried*
 - Vinton Construction Company – Payment Request No.1: \$93876.53 saw cutting and storm sewer work in front of the Town Center. *Motion: (Johnson, Merkel) approve the \$93,876.53 detailed by the contractor. Carried*
 - Town Center roof downspouts/existing piping update: Suggest getting a price from Harbor and Reinhard for the piping. *Motion: (Johnson, Merkel) to have Dennis contact other contractors to get pricing for downspouts and piping. Carried*
 - Curb/gutter/sidewalk remove/replace at east end of Beach Project: *Motion: (Johnson, Merkel) to have improper section of curb and gutter removed and replaced and have that expense tracked for recovery against SEH and its contractors. Carried*
 - New Light pole conflicts – South side STH 42 (1 at Karl's, 1 at Oilerie) that need to be moved. Sohns an unforeseen expense as they were installed prior to the town finalizing the 8' sidewalk. The cost will be to the town. *Motion: (Johnson, Luetgen) contract to have the light bases moved. Carried*
 - Rapid Flashing Beacons: Everything is ready. Bodart is ready and will coordinate with Vinton. Dennis will talk to DOT on staking the location.
 - Noble House sidewalk area SHPO approval- GHA would be looking at the railing for the sidewalk at the town park. Maintenance to remove split rail fence after approval from State Historical on the work. The GHA railing will be used whether the project is approved or not. It will only change the height of the rail.
 - Town Center & Post Office concrete work: Have the same contractor take out the concrete. Vinton to do the concrete. – will take out the sidewalks. West side of the Town Center entrance concrete only under book drop. East side concrete under receptacles. Leave small square of cobble at French drain on east side.
- Parking Lot Update
 - Paving: potential asphalt millings for Short Road or Quarterline Road East.
 - Sidewalk and other concrete work: Sidewalk along Karl will be concrete, staging area on the south end of that sidewalk trolley drop off area (triangular area) should be concrete as well. Curb will keep water from Karl's property. Combine all as one project. Dennis will inform Pete of tonight's decisions. Get signs made to close parking lot during construction.
 - Black top at Town Center, ad for bid per requirements as necessary: The brickwork will be removed and be replaced by the wider sidewalk and/or asphalt. Consensus to replace. *Motion: (Johnson, Merkel) replace the areas marked in blue. Carried*
- Maintenance Shop paving: Dennis will not be tying in with the project.
- Storm sewer work on Spruce Street, ad for bid per requirements and necessary: Barringers fix the grate, fixing the curbs on Spruce and Maple. Sohns, go forward with the spots as marked. Barringers replace with a flat inlet. Noble House grate? Dennis is

checking into a manufactured grate. Power poles at Cookery could they be moved out of the grass area to the south area of the sidewalk.? Either be by the curb or the other side of the sidewalk. These are not main line poles.

- Beach Phase 2 Update: Sohns met with DNR, discussed plans apply for 4 permits that have reviews and public hearings. It may likely become a fall project due to the permitting process.

Consider opting out of Door County Tower Ordinance: Sohns feels that a smaller business cannot complete given the ordinance. *Motion: (Johnson, McKesson) the town opt out of the Door County Tower Ordinance. Carried* Forward information to Attorney Gagan for draft town ordinance (\$250 permit).

Consider cooperative transportation shuttle options with the FCCA: Came out of budget discussion, residents to see what they are getting for their money. Sohns stated it was not the intent that the shuttle had to be no cost to the users. It is not to go to specific businesses, it is to go to different areas of downtown. *Motion: (Johnson, Luetzgen) move to table. Carried*

WPS Trident Poles relocation

- A. WPS Pole Ordinance: Limits the type of pole that can be installed on the highway.
- B. Marilyn Gardner: Will not be moving.
- C. Fish Creek Beach: WPS looking at pole 6” away from the edge of sidewalk. They are also looking at the Town Center poles.

Go out for bid on Gibraltar Road: Merkel deterioration of road move up on list of priorities. *Motion: (Johnson, McKesson) go out for bid on Gibraltar Road from Hwy 42 to Cty A. Carried*

Reconsider patch work on Peninsula Players Road: Sohns stated there was \$100,000 slated for patching that was to be done last fall; that could be cancelled at this point as patching is needed the length of the road.

Go out for bid on Peninsula Players Road: *Motion: (Merkel, Johnson) get 2 bids on Peninsula Players from CTH A to STH 42 and CTH A to Spring Road. Carried*

Set date for annual road review: Scheduling will be checked for April 28th or 29th.

Set date for Chambers Island facilities and road review: Scheduling will be checked for May 27th or 28th.

Appointment of Door County Tourism Zone Council Representative: After a brief discussion, the board determined that the position should be filled by a staff member; Hagen recommended Sara Lancaster. *Motion: (Merkel, Johnson) to appoint Sara Lancaster as representative to the Door County Tourism Zone Council. Carried*

Payment of bills: *Motion: (Johnson, Luetzgen) to approve the bills for payment as presented. Carried*

Adjourn: *Motion: (Johnson, McKesson) to adjourn at 12:43 a.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk